Time Card, Comp and Overtime Policy

"Building the best PMI program one person at a time."

- **Time Card**
  - Immediate supervisors will approve/disapprove leave, overtime & compensation time
  - At the end of pay period, once the time card has been prepared and the immediate supervisor has certified its accuracy, it will be faxed to DNSD who will process the time card.
    - **The fax number is 703-602-5061.**
- **Comp Time and Overtime**
  - PMIs are eligible for overtime or compensation time when working more than 8.5 hours a day.
    - CT and OT worked must be scheduled and approved in writing in advance. When an emergency situation prevents prior approval, written approval must be obtained the next day. Within OPNAV, Division Directors or higher officials are delegated authority to approve CT/OT work. NAVCOMPT Form 2282 should be used for this purpose. Annual leave is not used during a pay period when OT or CT is credited. Additionally, annual leave is not used when a compensatory time account balance is available.